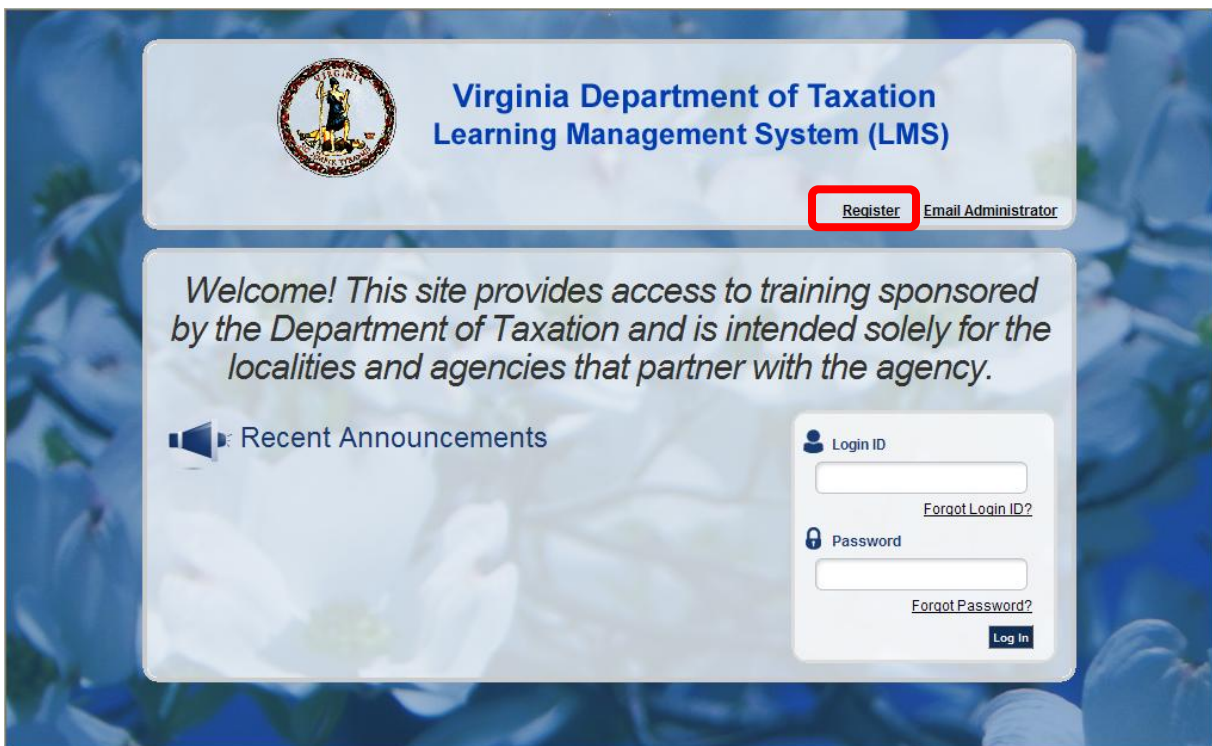# Register for TAX Training

TAX's Learning Management System (LMS) is a Web-based application that delivers self-study training topics to your desktop, as well as tracks your progress through the training. To access the LMS, you need to navigate to the LMS Web site and register as a new user. After registering, allow 2 business days for approval of your request.

> ***IMPORTANT NOTE***: *If you have taken training before through a Virginia state agency Knowledge Center (KC) or Learning Management System (LMS) other than TAX's, please email the TAX LMS Administrator at LMSAdmin@tax.virginia.gov for assistance. Otherwise, proceed with the steps below.*

Access the TAX Training Web Site

Step 1. Open your Internet browser (such as *Internet Explorer, Firefox, etc.*).

Step 2. Enter the LMS Web site address (**https://covkc.virginia.gov/tax/external**) in the **Address** line and press the **Enter** key on your keyboard.

The *TAX Learning Management System Login Page* opens.

> ***Note***: At this point, it is recommended that you add the TAX LMS Web site to your Favorites list (or bookmarks) for quick access to the site in the future.

Register on the TAX Training Web Site

This registration process <u>needs only to take place once</u>. After registering in the LMS the first time, you will use the unique login ID and password combination that is created for you to access the site in the future.

To register in the TAX LMS:

Step 1.   Click the **Register** link on the TAX Learning Management System Login Page. The *Non-State Registration* window opens.

Step 2.   Select the **I am a non-state employee, entering the site for the first time** option.

Step 3.   Click the **Submit** button. The *Create New Non-State Account* window opens and displays fields for entering your contact information. The required fields are marked with an asterisk (*).

Step 4. Fill in the required user information.

- Enter a **Login ID**. It must be between 4 and 20 characters in length.

- Enter the password you wish to use in the **Password** and **Confirm Password** fields.

  Note: Your password must be at least 6 characters and contain at least one upper case character, one lower case character, and one number (0-9). An example of an acceptable password is **Training1**.

- Enter your **First Name** and **Last Name** in the appropriate fields.

- Enter the last four digits of your Social Security Number in the **Last 4 of SSN** field.

- **Date of Birth**: Click the calendar icon next to this field and select your birth date.

Note: To select your birth date, click on the month/year displayed, "August 2013". Another screen displays with months and years:

Then select the double left direction arrows "<<" and you can scroll <u>backwards</u> by 10 years at a time (Double right arrows goes <u>forward</u> in time). Once you find your year/month "May 1956", you select "OK", then that specific calendar month displays and you can select your birth date.

- Enter your **Email Address**. This is the e-mail address the Knowledge Center will use in order to notify you of your new login id and password, course enrollments and cancellations, password resets, etc.

Note: Your email address must not match an email address on another registration. If you do not have an email address, there are web sites such as www.hotmail.com and mail.gmail.com that will allow you to establish a free email account.

- Select your **Gender**.

- Enter your business street address in the **Address** field, and your **City**, **State**, and **Zip Code** or **Postal Code** in the appropriate fields.

- Enter your business phone number in the **Home Phone** field.

- Change the choices in the **Section 508 Support**, **Primary Language**, **Region**, and **Time Zone** fields as desired.

Step 5. Click **Next**. The *Manager* tab opens.

Create New Non-State Account

Create an account for a new user.

| User Information | **Manager** | Organization | Job Title | Affiliation | Additional Information |

Select Manager

Type a last name, first name or both and then click Search. Click the button to the left of the manager's name and click Select Manager (or click Next if creating a new account).

Last Name [   ]

First Name [   ]

[Search]

[Back] [Next] [Cancel]

Step 6. Type your manager's **Last Name** and First Name, and click **Search**.

Create New Non-State Account

Create an account for a new user.

| User Information | **Manager** | Organization | Job Title | Affiliation | Additional Information |

Select Manager

Type a last name, first name or both and then click Search. Click the button to the left of the manager's name and click Select Manager (or click Next if creating a new account).

Last Name [Reilly]

First Name [   ]

☐ Click this checkbox if you are unable to select a manager at this time, and then click Next (if creating a new account) or click Select Manager (if editing a profile).

[Search]

Records found: 1

		Last Name	First Name	Title	Location
ⓘ	○	Reilly	John	LMS Administrator and Training Developer	

[Back] [Next] [Cancel]

Step 7. Either select your manager's entry in the search results or click the check box to proceed with your registration without specifying your manager. Then click **Next**. The *Organization* tab opens.

Step 8. Select the **Department of Taxation (TAX) – External** from the list of Organizations, and then click **Next**. The *Job Title* tab opens.

Step 9. Click **Search**.

Step 10. Select the **Other** job title. Then click **Next**. The *Affiliation* tab opens.

Step 11. Select your user type (such as Contractor, Local Government, or General Public) from the **Affiliation** drop-down list. Select a value from the **Reason for Access** drop down that tells us why we should approve your access to the TAX Knowledge Center – External.

Note: If you choose **Local Government** from the **Affiliation** drop-down, you must also choose the County, City, or Town from the **County ID** drop-down. If you choose **Non-Profit Organization** from the Affiliation drop-down, you must enter your organization name in the **Federal Agency / Organization** field.

Step 12. Click **Create**. The *Registration Request Submitted* window opens.

Registration Request Submitted

Registration Request Submitted

Your registration request has been submitted to an Administrator for approval. You will be notified via an email if your registration was approved or denied
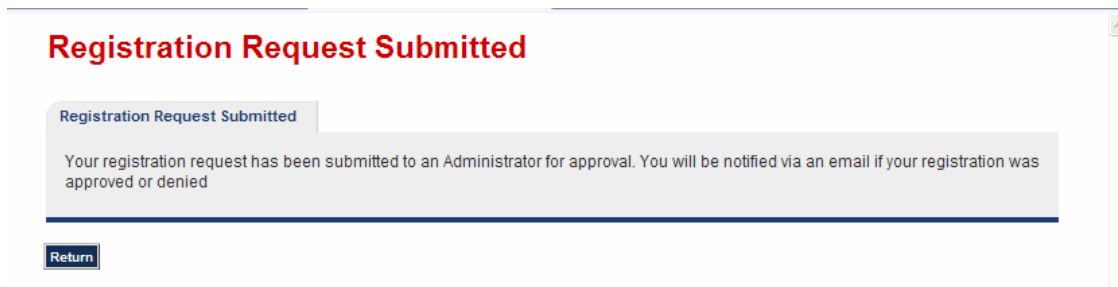
Return

Step 13. Click **Return**.

Your request to access the Knowledge Center is sent to the TAX LMS Administrator for approval. You will receive an e-mail acknowledgement of your registration (to the e-mail address you entered on the *User Information* tab). Once approved, you will receive another e-mail notifying you of your approval to the Knowledge Center site. Please make note of the Login ID and Password you supplied, because they will be needed to access the site in the future.

Login to the TAX Training Web site

After registering and receiving approval to use the LMS Web site, you need to login each time you want to access the training.

To login to the LMS Web site:

Step 1. Open your Internet browser (such as *Internet Explorer, Firefox, etc.*).

Step 2. Enter the LMS Web site address (**https://covkc.virginia.gov/tax/external**) in the **Address** line and press the **Enter** key on your keyboard.

Step 3. Enter the **Login ID** and **Password** which was created during the registration process.

Login ID

Forgot Login ID?

Password

Forgot Password?

Log In

Step 4. Click the **Login** button. The *TAX Learning Management System* window opens.

If you need assistance, please send an email to the TAX LMS Administrator at LMSAdmin@tax.virginia.gov.